

Early Learning Scholarships Program  
**Invoice Form – Pathway I – FY2025**

Early childhood education programs serving Early Learning Scholarships – Pathway I award recipient children must submit this invoice for payment of eligible service expenses. Please read the INSTRUCTIONS sheet before completing this form.

Central Payment Administrator (Greater Twin Cities United Way) Contact Information	
<b>Contact Name:</b>	Krystal Shatek
<b>Organization Name:</b>	Greater Twin Cities United Way
<b>Mailing Address:</b>	404 South 8th Street Minneapolis MN 55404
<b>Contact Phone Number:</b>	
<b>Email Address:</b>	ELSAPaymentSupport@gtcuw.org

I. Early Childhood Program Contact Information			
Central (ELS) Invoicing ID			
Program Name:		Site Name:	
Program Address:		Program Billing Address:	
Program Contact Name:		Phone:	
Program Contact Role/Title:		Email:	

II. Invoice Information			
Billing Schedule Type:			
Service Period:		to	
<i>System Service Period for Monthly ONLY:</i>		to	
Date of Invoice Submission:		Enter X if this is a corrected version of a previously submitted invoice for the same period: <input style="width: 20px; height: 15px;" type="checkbox"/>	
Authorized Individual's Position/Title:			
<b>Authorized Signature*:</b>		Signature Date:	

*By signing this form, you are declaring: the information contained within is accurate, just and true; services were performed as represented; charges for services are official; charges are included only as allowable under Early Learning Scholarships Program policy.*

*By entering your name in the designated field above, you acknowledge and agree that such entry constitutes your electronic signature. This electronic signature has the same legal effect as a handwritten signature and is binding upon you as if it were executed in a physical format.*

*\*Please see the Program Participation Agreement for signature and submission requirements.*

CENTRAL PAYMENT ADMINISTRATOR USE ONLY	
Date Received:	
Invoice Tracking Number/Code:	

**Invoicing Notes**

**Program Notes** *to Central Payment Administrator*

**Central Payment Administrator Use Only**

GRAND TOTAL of all pages										
\$                    \$                    \$                    \$                    \$										
Program/Site:	A	B	C	D	E	F	G	H	I	J
	Scheduled to Attend	Program Holidays	Closure Days	Absent Days	Absent 10 or more Consecutive Days?	Program Tuition	Additional Fees	Child Care Assistance Program (CCAP) Payment	Other Payment(s) Received	Scholarship Payment Amount Requested
Participating Child Information	day count	day count	day count	day count	Y/N	amount charged before discounts or payments	Refer to INSTRUCTIONS for fee codes	not co-payment	non-CCAP payments and applied discounts	= (F+G)-(H+I)
First Name: _____ Last Name: _____ Birthdate: MM / DD / YYYY Award Date: MM / DD / YYYY Attendance Start: MM / DD / YYYY Final Invoice: Check box if child has left program <input type="checkbox"/>						\$	\$	\$	\$	\$
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Child Notes:						Fee Descriptions:				
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<b>Page Total</b>						<b>I \$</b>	<b>I \$</b>	<b>I \$</b>	<b>I \$</b>	<b>I \$</b>

**NOTE: The Payment Dates may be delayed by 1-2 business days depending on how your bank processes payments.**

A	B	C	D
SFY 2025 Bi-Weekly Service Periods <i>July 1, 2024 - June 30, 2025</i>	SFY 2025 Bi-Weekly Service Invoice Submission Date <i>by Midnight on Tuesdays</i>	SFY 2025 Bi-Weekly Service Invoice Payment Dates <i>On Fridays</i>	4-week Service Period Use
06/24/2024 - 07/07/2024	07/09/2024	07/19/2024	4-week service period
07/08/2024 - 07/21/2024	07/23/2024	08/2/2024	
<b>07/22/2024 - 08/04/2024</b>	08/06/2024	08/16/2024	4-week service period
08/05/2024 - 08/18/2024	08/20/2024	08/30/2024	
<b>08/19/2024 - 09/01/2024</b>	09/03/2024	09/13/2024	4-week service period
09/02/2024 - 09/15/2024	09/17/2024	09/27/2024	
09/16/2024 - 09/29/2024	10/01/2024	10/11/2024	4-week service period
<b>09/30/2024 - 10/13/2024</b>	10/15/2024	10/25/2024	
10/14/2024 - 10/27/2024	10/29/2024	11/08/2024	4-week service period
<b>10/28/2024 - 11/10/2024</b>	11/12/2024	11/22/2024	
11/11/2024 - 11/24/2024	11/26/2024	12/06/2024	4-week service period
<b>11/25/2024 - 12/08/2024</b>	12/10/2024	12/20/2024	
12/09/2024 - 12/22/2024	12/24/2024	1/3/2024	4-week service period
<b>12/23/2024 - 01/05/2025</b>	01/07/2025	01/17/2025	
01/06/2025 - 01/19/2025	01/21/2025	01/31/2025	4-week service period
<b>01/20/2025 - 02/02/2025</b>	02/04/2025	02/14/2025	
02/03/2025 - 02/16/2025	02/18/2025	02/28/2025	4-week service period
<b>02/17/2025 - 03/02/2025</b>	03/04/2025	03/14/2025	
03/03/2025 - 03/16/2025	03/18/2025	03/28/2025	4-week service period
03/17/2025 - 03/30/2025	04/01/2025	04/11/2025	
<b>03/31/2025 - 04/13/2025</b>	04/15/2025	04/25/2025	4-week service period
04/14/2025 - 04/27/2025	04/29/2025	05/09/2025	
<b>04/28/2025 - 05/11/2025</b>	05/13/2025	05/23/2025	4-week service period
05/12/2025 - 05/25/2025	05/27/2025	06/06/2025	
<b>05/26/2025 - 06/08/2025</b>	06/10/2025	06/20/2025	4-week service period
06/09/2025 - 06/22/2025	06/24/2025	07/04/2025	
<b>06/23/2025 - 07/06/2025</b>	07/08/2025	07/18/2025	

E	F	G
SFY 2025 Monthly Service Periods <i>July 1, 2024 - June 30, 2025</i>	SFY 2025 Monthly Invoice Submission Date <i>by Midnight on Tuesdays</i>	SFY 2025 Monthly Invoice Payment Dates <i>On Fridays</i>
07/01/2024 - 07/31/2024	08/06/2024	08/16/2024
08/01/2024 - 08/31/2024	09/03/2024	09/13/2024
09/01/2024 - 09/30/2024	10/01/2024	10/11/2024
10/01/2024 - 10/31/2024	11/05/2024	11/15/2024
11/01/2024 - 11/30/2024	12/03/2024	12/13/2024
12/01/2024 - 12/31/2024	01/07/2025	01/17/2025
01/01/2025 - 01/31/2025	02/04/2025	02/14/2025
02/01/2025 - 02/28/2025	03/04/2025	03/14/2025
03/01/2025 - 03/31/2025	04/01/2025	04/11/2025
04/01/2025 - 04/30/2025	05/06/2025	05/16/2025
05/01/2025 - 05/31/2025	06/03/2025	06/13/2025
06/01/2025 - 06/30/2025	07/01/2025	07/11/2025